



Trips and Outings Policy

Children benefit from being taken out of the setting to go on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. Staff in Moulton Pre-school ensures that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures as laid out below.

Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- This general consent details the venues used for daily activities.
- There is a risk assessment for each venue carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to two children, depending on their age, sensibility and the type of venue, as well as how it is to be reached.
- Named children are assigned to individual staff to ensure that each child is well supervised, that no child goes astray and that there is no unauthorised access to children.
- Outings are recorded in an outings record book kept in the setting, stating:
 - The date and time of the outing.
 - The venue and mode of transport used.
 - The names of the staff members assigned to each of the children.
 - The time of return.
- Staff take a mobile phone on outings, as well as supplies of tissues, wipes, spare clothing and nappies, medicines required for individual children, a mini first aid kit, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers, as well as an accident book and a copy of our Missing Child Policy.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff accompany children on outings and a minimum of two remain behind with the rest of the children.

As part of our curriculum the children at Pre-school undertake a range of local outings including walks, visits, etc, off the premises and permission will be sought for your child to be included in such outings. Outings and visits are planned to complement and enhance learning opportunity and extend play opportunities for the children. These will be carefully planned and the following guidelines will be followed on all outings from the nursery, however local or frequent they may occur.

TRIPS AND OUTINGS POLICY

- written permission will always be obtained from parents before taking children on trips
- appropriate staffing levels for outings depend on how the safety and the individual needs of the children can be assured
- a travel first aid box will always be taken on all outings along with any special medication or equipment required
- a completed Trip Register and parent/staff contact numbers will be taken on all outings
- regular headcounts will be carried out throughout the outing. Timing of
- headcounts will be discussed in full with the Pre-school manager.
- A senior member of staff will always carry out a risk assessment identifying any potential hazards on the journey or at the location prior to the outing.
- All staff will be easily recognisable by other members of the group; they will wear the Pre-school uniform.
- at least one qualified first aider will always be a member of the group
- a mobile phone will be taken as a means of emergency contact
- in the event of an accident, staff will assess the situation, if required, the group will return to Pre-school immediately and parents will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the Pre-school
- a pre-visit checklist and risk assessment will always be carried out before the outing. It is recommended that the venue be visited prior to your trip. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.

A full risk assessment and outing plan will be carried out for each outing and

- this will be displayed for parents to access. This plan will include details of:
- the name of the designated person in charge - the outing leader
- the name of the place where the visit will take place
- the estimated time of departure and arrival
- the number of children, age range of children, the ratio of staff to children, children's individual needs and the group size
- the equipment needed for the trip i.e. coats, safety reins, pushchairs, rucksack, packed lunch, etc.
- staff contact numbers
- method of transportation and travel arrangements (including the route)
- financial arrangements
- emergency procedures
- the name of the designated first aider and the first aid provision
- links to the curriculum

Use of vehicles for outings

All staff members shall inform parents in advance of any visits or outings involving the transportation of children away from the Pre-school.

The arrangements for transporting children will always be carefully planned and where necessary additional people will be recruited to ensure the safety of the children. This is particularly important where children with disabilities are concerned.

All vehicles used in transporting children are properly licensed, inspected and maintained. Regular checks are



TRIPS AND OUTINGS POLICY

made to the vehicle e.g. to tyres, lights, etc, and a log book of maintenance, repairs and services is maintained.

All vehicles are fitted to the supplier's instructions with sufficient numbers of safety restraints, appropriate to the age/weight of the children carried in the vehicle. Any mini buses/coaches are fitted with 3-point seat belts.

When we use a mini bus, the driver is checked that they are over 21 years of age and hold a P.V.C. driving license. This entitles the driver to transport up to 16 passengers.

When children are being transported, there is always be at least one adult in the vehicle, excluding the driver, where more than three children under the age of five years are being transported.

When planning a trip or outing using vehicles, records of vehicles and drivers including licenses, MOT certificates and business use insurance are checked. If a vehicle is used for outings the following procedures will be followed:

- ensure seat belts are used
- ensure the maximum seating is not exceeded
- all children will be accompanied by a registered member of staff
- no child will be left in a vehicle unattended
- extra care will be taken when getting into or out of a vehicle
- the vehicle will be equipped with a fire extinguisher and emergency kit containing warning triangle, torch, blankets, wheel changing equipment etc.

In the event of a child being lost, the Lost Child Procedure will be followed:

- any incidents or accidents will be recorded in writing Ofsted